

# Burnt Ranch Elementary School District

## Board of Trustees Regular Meeting

Burnt Ranch Elementary School

251 Burnt Ranch School Road

Burnt Ranch, California

Thursday, May 12, 2022

5:30 pm Regular Session

*\*Meeting will be available remotely via ZOOM.*

*Please call (530) 629-2543 before 3:00pm on 5/12/22or information regarding remote access*

## AGENDA

### 1.0 Formal Opening

1.1 Call to Order

1.2 Roll Call

1.3 Additions or Changes to Agenda

2.0 **Public Communication:** Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to three minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

### 3.0 Accept Open Session Agenda

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

4.0 **Consent Agenda:** The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.

4.1 Minutes – April 7, 2022, April 28, 2022 and May 6, 2022

4.2 Warrants – April 6, 2022 to May 4, 2022

### 5.0 Correspondence

5.1 Sarah Supahan, Trinity County Superintendent of Schools  
RE: Second Interim Report

### 6.0 General Business

6.1 Review/Approve Classified Salary Schedule

6.2 Review/Approve Grant Funded Classified Salary Schedule

6.3 Review/Approve ELO-P Stipend Schedule

6.4 Review/Approve Business Manager Salary Schedule

6.5 Review/Approve 2022-23 Universal Prekindergarten Plan

- 6.6 Review/Approve Resolution 2020/21-10 to Establish Fund Balance Policies as Required by GASB 54
- 6.7 Review 2022-2023 TCOE Escape User Service Agreement
- 6.8 Review Williams Uniform Complaint Quarterly Report
- 6.9 Set Date, Time and Location of June Public Hearing and Adoption of LCAP and Budget Overview for Parents
- 6.10 Review/Approve Hiring a TK/K/Intervention Teacher for the 2022-23 School Year

## **7.0 Reports**

- 7.1 Building Projects
- 7.2 Superintendent
- 7.3 Local Control and Accountability Plan - LCAP
- 7.4 Title 6 Federal Indian Education Grant 2022-23
- 7.5 Enrollment and Attendance
- 7.6 Principal
- 7.7 Business
- 7.8 Staff

## **8.0 Future Business**

Next Meeting:

## **9.0 Adjourn to Closed Session**

- 9.1 Pursuant to Government Code 54957 Personnel or 54956.9 Litigation

## **10.0 Return to Open Session**

## **11.0 Adjourn**

# Burnt Ranch Elementary School District

## Board of Trustees Regular Meeting

Burnt Ranch Elementary School  
251 Burnt Ranch School Road  
Burnt Ranch, California

Thursday, April 7, 2022  
5:30 pm Regular Session

### Minutes

*\*Meeting will be available remotely via ZOOM.  
Please call (530) 629-2543 before 3:00pm on 4/07/22 or information regarding remote access.*

#### 1.0 Formal Opening

- 1.1 Call to Order – *Josh McKnight called the meeting to order at 5:34pm.*
- 1.2 Roll call – *Board members present were Josh McKnight, Sarah Brown, Michael Harding, and Cyn Van Fleet. James King was present via telephone. Also present were Superintendent Kathleen Graham, Principal Krysty Holland-Kilgore, Casey Geyer, Holly Hayes, Tyler Thompson, Tony Walendy, and Robin Dummer.*
- 1.3 Additions or Changes to Agenda - *None*

2.0 Public Communication: Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to three minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda. *Tony Walendy addressed the board regarding his concerns for the Athletic Program. He would like to see more coordination with other youth programs and an Athletic Director position. Holly Hayes addressed the board regarding an organic food program in the cafeteria and the community having access to the gym.*

#### 3.0 Accept Open Session Agenda

Motion by Cyn Van Fleet Second by Michael Harding Vote 5-0

4.0 Consent Agenda: The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.

- 4.1 Minutes – March 10, 2022 & March 30, 2022
  - 4.2 Warrants – March 9, 2022 – March 30, 2022
- Minutes and Warrants approved by consent.***

5.0 Correspondence – *Kathleen Graham shared that Naomi Underwood of the Trinity Journal included activities happening at Burnt Ranch School in her weekly column.*

6.0 General Business

- 6.1 Accept letter of resignation from Classified Staff  
*Cyn Van Fleet made a motion to accept the resignation of S. Humphrey, bus driver. Michael Harding seconded the motion. Vote 5-0. Discussion included advertising soon for the open position and thanking Casey Geyer for being the substitute until the end of the year.*
- 6.2 Review/Approve 8<sup>th</sup> Grade Trip Itinerary –*Cyn Van Fleet made a motion to accept the 8<sup>th</sup> Grade Trip Itinerary; Sarah Brown seconded the motion. Vote- 5-0.*
- 6.3 Review/Approve 2022-23 Certificated Teacher Salary Schedule – *James King made a motion to accept the 2022-23 Certificated Teacher Salary Schedule; Michael Harding seconded the motion. Vote 5-0.*
- 6.4 Discussion – Hiring a Teacher (Transitional Kindergarten, Kindergarten and Intervention) - *Kathleen explained the anticipated Pre-kindergarten Program plan. If the board agrees to the extra cost, we hope to be able to hire a full-time teacher who would be assigned a TK/K morning class and an afternoon intervention and relief position. It would need to be a one-year position, at least initially. There was agreement to move forward with interview to hire a TK/K/Intervention Teacher.*
- 6.5 Resolution 2021-22-09 Designation of Applicant's Agent for Non-State Agencies  
*Cyn Van Fleet motioned to approve the Resolution 2021-22-09 Designation of Applicant's Agent for Non-State Agencies*
- 6.6 Discussion – OES & Disaster Council Siren Follow-up – *Kathleen reported that she had spoken to Hawkins Bar Volunteer Fire Chief Todd Wright. He had been in favor of the siren two or three years ago but things have changed and the thought it may not be necessary. Trinity Village area may be a better location. Discussion continued, with some in favor of the siren being installed and some not. James has been in contact with Ed Prestley and they already have the siren so it was agreed that OES was told they could install it at the school.*
- 6.7 Review/Approve:
  - BP 4030 Nondiscrimination In Employment
  - BP/AR 5111 Admission
  - AR 5113 Absences and Excuses
  - BP/AR/E 6173 Education for Homeless Children
  - BB 9322 Agenda/Meeting Materials*Michael Harding motioned to approve all of the board policies listed; Sarah Brown seconded the motion. Vote 5-0*

7.0 Reports

- 7.1 **Building Projects:**
  - Well/water system-** *We met with OPSC and have a meeting set up with DSA for next week. We continue to run into more state mandated requirements and issues. We will be able to install a smaller 5,000gallon factory built epoxy-lined metal tank, but need to verify the location, fencing and costs.*
  - Shade structure-** *The architect has an appointment at DSA this week to get the plans in the queue for going through the approval process. We are still hoping for an August install.*
  - Solar-** *Proposals are due April 21<sup>st</sup>. We are hopeful there will be some solid ones.*
  - Building Project audit-** *We clarified the soft audit comments and are ready to engage the outside auditor..*
  - Shed-** *Robin, Mike, and I have been gathering information about shed options. We need to have a discussion at the meeting.*

7.2 **Superintendent** – Kathleen reported:

- 3/15 Risk Inspection- Julie met with the insurance personnel and overall the inspection went well. We will get a written report detailing any action items soon.
- 3/28 TCOE CBO interview – Gretchen Deichler is retiring in December and Cindy Blanchard, long time TAUSD CBO, was hired to replace her.
- Pre-Kindergarten Program – The county-level committee continues to meet and get more information, and have more questions! We are inviting potential TK students to our Round-up on April 25<sup>th</sup> and we will continue outreach this spring/summer. There will be a section of the next Parent Advisory Committee meeting devoted to the program.
- We are learning more information about the Expanded Learning Opportunity Program (ELO-P) and are moving forward with our plans to implement it, at least partially, this summer. We have a few staff members who have agreed to work the last part of June, a week in August, and possibly sometime in July. The state continues to clarify more aspects of how to implement the program. We will be contacting parents in May to explain eligibility and how to sign up.

7.3 **Principal** – Krysty Holland-Kilgore reported:

- 3/16-18 Spring Conferences
- 3/17 2nd Trimester Awards Assembly--went smoothly; we have a great community of students, parents, and staff
- 4/2 Mt. Lassen Virtual Math Conference: Michelle, Betsy, Krysty, Tamera, Shelly, Casey, Dara attended.
- 4/2-4/8 Young Artist Showcase at the Highland Art Center in Weaverville; some of our student work is displayed along with other exceptional work from students around the county.

**ASES Report**

- 4/8 Spring Egg Hunt 1:00 PM; one bus leaves at 2:00

**Upcoming**

- 4/8 Minimum Day
- 4/11-15 Spring Break
- 4/18 Tax Day
- 4/18 Cafeteria Review - tentative
- 4/20 **Invest in the Planet: Indigenous Culture Day**--Betsy has taken the lead in planning an all-day, whole school event surrounding Earth and Indigenous Culture with California Salmon and other presenters
- 4/25 Kindergarten Round-up
- 4/27 Presentation-Native American Hoop Dancer
- 4/28 Spring Open House/BBQ event for current and potentially new BR families
- 4/28 Art Bulletin Board at TCOE

7.4 **Business** –Robin reported that work continues on payroll and the budget.

7.5 **Enrollment and attendance** – 68 students, 95% attendance

7.6 **LCAP** – Work continues on the LCAP. We are meeting as many goals as we can.

7.7 **Indian Education Programs** – Kathleen reported that both State and Federal grants are being implemented. This month we will have two Native activities scheduled and we continue to offer tutoring.

**8.0 Future Business**

Next meeting – A meeting will be needed for the solar project April 26-28<sup>th</sup>. The next regular board meeting will be May 12<sup>th</sup>.

**9.0 Adjourn to Closed Session** – Josh McKnight adjourned to closed session at 8:05pm.

9.1 Pursuant to Government Code 54957 Personnel or 54956.9 Litigation

**10.0 Reconvene to Open Session** – Reconvened to Open session at 9:07pm.

No reportable action.

**11.0 Adjourn** –Josh McKnight adjourned the meeting at 9:08pm.

**Burnt Ranch Elementary School District  
Board of Trustees Special Meeting  
Burnt Ranch Elementary School**

251 Burnt Ranch School Road  
Burnt Ranch, California

April 28, 2022  
4:00pm

**Minutes**

*\*Meeting will be available remotely via ZOOM.*

*Please call (530) 629-2543 before 3:00pm on 4/28/22 or information regarding remote access.*

**1.0 Formal Opening**

- 1.1 Call to Order – *Josh McKnight called the meeting to order at 4:02pm.*
- 1.2 Roll Call – *Board members present via Zoom were Josh McKnight and Sarah Brown. Michael Harding was present in person. Also present were Superintendent Kathleen Graham and Robin Dummer. Also present via zoom were Mike Avcollie and Saundi Phillips. James King was absent.*

**2.0 Public Comment Period:** Persons wishing to address the Board on any item of interest to the public that is within the Board’s jurisdiction are invited to do so at this time. In the interest of time and order, presentations from the public are limited to three minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

**3.0 Accept Open Session Agenda**

Motion Michael Harding Second Sarah Brown Vote 3-0

**4.0 Communications – Cyn Van Fleet joined the meeting via telephone.**

*Robin Dummer provided a brief update on the status of purchasing a car.*

**5.0 Public Hearing**

**CONSIDERATION OF ENTERING INTO ENERGY SERVICE DESIGN-BUILD  
CONTRACT FOR THE BURNT RANCH ELEMENTARY SCHOOL DISTRICT  
SOLAR PHOTOVOLTAIC PROJECT**

**Open:** *Josh McKnight opened the hearing at 4:10pm. Close: Josh McKnight closed the hearing at 4:11pm.*

*Mike Avcollie of the Redwood Coast Energy Authority, stated that Burnt Ranch School was following the bid and hearing process with the solar project.*

## 6.0 General Business

6.1 Consider the award of a Design/Build Contract for energy services for the installation of a roof-mounted, grid-tied solar photovoltaic array at Burnt Ranch Elementary School. – *Mike Avcollie of the Redwood Coast Energy Authority, introduced himself. He has been working with Kathleen on the bid package for the solar project. He stated that the school successfully received five bids for the project. Mike provided a spreadsheet comparison of the bids and made the recommendation to go with Sunbolt Solar. Kathleen explained that the committee of Josh McKnight, Jeff Morris, Mike Avcollie and herself had already met and reviewed the bids, their recommendation was also Sunbolt Solar. Michael Harding requested more information on the system monitoring. Mike A was able to explain the system monitoring. Sarah Brown commented that solar was a great move for the school and she inquired about a solar power bank. Cyn Van Fleet expressed her thanks to everyone involved in getting the ball rolling. Josh and Kathleen expressed their thanks to Mike A for all of his work.*

6.2 Review/Approve Resolution 2021/22-10-Resolution for Energy Conservation Services Contract for Design, Installation, and Commissioning Of Energy Conservation Upgrades - *Cyn Van Fleet moved to approve Resolution 2021/22-10-Resolution for Energy Conservation Services Contract for Design, Installation, and Commissioning Of Energy, awarding Sunbolt Solar the contract. Michael Harding seconded the motion. Vote 4-0*

7.0 Adjourn to Closed Session – *Josh McKnight adjourned to closed session at 4:28. Sarah Brown requested that Robin Dummer be invited into closed session.*

7.1 Review and discuss with the Interview Committee the Superintendent Candidates.

8.0 Return to Open Session – *Josh McKnight returned the meeting to Open Session at 4:50. He reported that the board was moving forward with the process of hiring a superintendent.*

9.0 Adjourn – *Josh McKnight adjourned the meeting at 4:52pm.*

**Checks Dated 04/06/2022 through 05/04/2022**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5233671	04/06/2022	Kilgore, Kristi F	01-4300		78.34
5233672	04/06/2022	Ketchum, Sabrina D	13-4700		103.66
5233673	04/06/2022	Coast Central Credit Union	01-4300		11.48
5233674	04/06/2022	CSM, Inc.	01-5800		750.00
5233675	04/06/2022	Plotzke Ace Hardware	01-4300		180.29
5233676	04/06/2022	Valley Pacific Petroleum Services, Inc	01-4300		1,731.20
5233821	04/13/2022	Walendy, Thomas A	01-4300		68.97
5233822	04/13/2022	California Safety Company	01-5800		40.00
5233823	04/13/2022	Mount Lassen Math Council Attn . M Clements	01-5800		160.00
5233824	04/13/2022	Pacific Gas & Electric	01-5510		2,433.61
5233825	04/13/2022	Tom's Trash	01-5550		425.62
5233826	04/13/2022	Total Compensation System, Inc	01-5800		1,350.00
5233827	04/13/2022	Watkins Tree Service INC	01-5800		375.00
5233828	04/13/2022	West Coast Fire & Water	01-5800		5,482.35
5233922	04/20/2022	Customink.com	01-4300		1,298.07
5233923	04/20/2022	David Hayward	01-5800		500.00
5233924	04/20/2022	Frontier	01-5920		336.14
5233925	04/20/2022	Ray Morgan Company	01-5800		565.97
5233926	04/20/2022	Trinity Co Dept of Trans	01-4300		240.04
5233927	04/20/2022	Whitson Inc.	01-5800		103.50
5234080	04/27/2022	McCurdy, Julie	01-4300		189.27
5234081	04/27/2022	Coast Central Credit Union	01-4300	11.48	
			13-5200	9.95	21.43
5234082	04/27/2022	Weaverville Auto Parts	01-4300		180.10
5234083	04/27/2022	Lozano Smith, LLP	01-5850		4,644.00
5234084	04/27/2022	Nom Sus Wintu Products, LLC	01-5800		150.00
5234085	04/27/2022	Norcal Kenworth Anderson	01-4300		15.45
5234086	04/27/2022	Shasta Tr Schools Ins Dental	01-9580		1,073.67
5234087	04/27/2022	Shasta Tr Schools Ins Medical	01-9580		9,244.00
5234088	04/27/2022	Shasta Tr Schools Ins Vision	01-9580		257.40
5234089	04/27/2022	SYNCB/AMAZON	01-4300		1,065.29
5234090	04/27/2022	Trinity County Solid Waste	01-5300		600.00
5234202	05/04/2022	Foothill Fire Protection, Inc.	01-5800		2,035.00
5234203	05/04/2022	Generation Genius, Inc	01-5800		175.00
5234204	05/04/2022	North Coast Laboratories Inc	01-5800		50.00
5234205	05/04/2022	Total Compensation System, Inc	01-5800		675.00
			<b>Total Number of Checks</b>	<b>35</b>	<b>36,609.85</b>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	34	36,496.24
13	Cafeteria Special Reserve	2	113.61

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE



Checks Dated 04/06/2022 through 05/04/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
		Total Number of Checks	35	36,609.85	
		Less Unpaid Tax Liability		.00	
		<b>Net (Check Amount)</b>		<b>36,609.85</b>	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

*DRAFT-VERSION 1*

**BURNT RANCH ELEMENTARY SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE**

6.1

Position	Class	1	2	3	4	5	6 to 8	9 to 11	12 to 14
Instructional Assistant	A	17.00	17.50	18.00	18.50	19.00	19.50	20.50	21.50
Custodian	B	16.00	16.50	17.00	17.50	18.00	18.50	19.50	20.50
Head Custodian/Facilities	C	18.50	19.00	19.50	20.00	20.50	21.00	22.00	23.00
Lead Food Service	D	17.50	18.00	18.50	19.00	19.50	20.00	21.00	22.00
Food Service II	E	16.50	17.00	17.50	18.00	18.50	19.00	20.00	21.00
Food Service I	F	16.00	16.50	17.00	17.50	18.00	18.50	19.50	20.50
Technology	G	17.00	17.50	18.00	18.50	19.00	19.50	20.50	21.50
Office Assistant	H	15.00	15.50	16.00	16.50	17.00	17.50	18.50	19.50
Admin. Assistant	I	17.00	17.50	18.00	18.50	19.00	19.50	20.50	21.50
Bus Driver	J	19.00	19.50	20.00	20.50	21.00	21.50	22.50	23.50
Bus Driver II/Maintenance	K	20.00	20.50	21.00	21.50	22.00	22.50	23.50	24.50
Maintenance I	L	19.00	19.50	20.00	20.50	21.00	21.50	22.50	23.50
Maintenance II	M	20.00	20.50	21.00	21.50	22.00	22.50	23.50	24.50

**Vacation Pro-Rated equals subtotal days worked x .045 (Board Adopted 05-09-19)**

\*Personnel, new to the district/and or position, shall be given year for year credit for comparable experience up to years and be placed on Step 3.

\*Upon recommendation to the Superintendent and approval of the Board, personnel who have demonstrated meritorious service previous employment may be given additional credit and placed accordingly on the salary schedule.

**Board approved: May 12, 2022**

**BURNT RANCH ELEMENTARY SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULE**

6.1

Position	Class	1	2	3	4	5	6 to 8	9 to 11	12 to 14	15 +
Instructional Assistant	A	17.50	18.00	18.50	19.00	19.50	20.00	21.00	22.00	22.50
Custodian	B	16.50	17.00	17.50	18.00	18.50	19.00	20.00	21.00	21.50
Head Custodian/Facilities	C	19.00	19.50	20.00	20.50	21.00	21.50	22.50	23.50	24.00
Lead Food Service	D	17.50	18.00	18.50	19.00	19.50	20.00	21.00	22.00	22.50
Food Service II	E	16.50	17.00	17.50	18.00	18.50	19.00	20.00	21.00	21.50
Food Service I	F	16.00	16.50	17.00	17.50	18.00	18.50	19.50	20.50	21.00
Technology	G	17.50	18.00	18.50	19.00	19.50	20.00	21.00	22.00	22.50
Office Assistant	H	15.50	16.00	16.50	17.00	17.50	18.00	19.00	20.00	20.50
Admin. Assistant	I	17.50	18.00	18.50	19.00	19.50	20.00	21.00	22.00	22.50
Bus Driver	J	19.50	20.00	20.50	21.00	21.50	22.00	23.00	24.00	24.50
Bus Driver II/Maintenance	K	20.50	21.00	21.50	22.00	22.50	23.00	24.00	25.00	25.50
Maintenance I	L	19.50	20.00	20.50	21.00	21.50	22.00	23.00	24.00	24.50
Maintenance II	M	20.50	21.00	21.50	22.00	22.50	23.00	24.00	25.00	25.50

**Vacation Pro-Rated equals subtotal days worked x .045 (Board Adopted 05-09-19)**

\*Personnel, new to the district/and or position, shall be given year for year credit for comparable experience up to 2 years and be placed on Step 3.

\*Upon recommendation to the Superintendent and approval of the Board, personnel who have demonstrated meritorious service in a previous employment may be given additional credit and placed accordingly on the salary schedule.

**Board approved: May 12, 2022**

*DRAFT-VERSION 1*

**BURNT RANCH ELEMENTARY SCHOOL DISTRICT**

**Grant Funded Classified SALARY SCHEDULE**

Position	Class	1	2	3	4	5	6 to 8	9 to 11	12 to 14	15 +
After School Coordinator	GA	20.00	20.50	21.00	21.50	22.00	22.50	23.50	24.50	25.00
After School Assistant Coordinator	GB	18.00	18.50	19.00	19.50	20.00	20.50	21.50	22.50	23.00
After School Activity Assistant	GC	17.00	17.50	18.00	18.50	19.00	19.50	20.50	21.50	22.00
School Readiness Coordinator	GD	20.00	20.50	21.00	21.50	22.00	22.50	23.50	24.50	25.00
School Readiness Assistant	GE	17.00	17.50	18.00	18.50	19.00	19.50	20.50	21.50	22.00
Academic Tutor I	GF1	17.00	17.50	18.00	18.50	19.00	19.50			
Academic Tutor 2	GF2	20.00	21.00	22.00	23.00	24.00	25.00			
Academic Tutor 3	GF3	25.00	26.00	27.00	28.00	29.00	30.00			
Indian Education Site Coordinator	GG	20.00	20.50	21.00	21.50	22.00	22.50			
Indian Education Cultural Specialist I	GH	17.00	17.50	18.00	18.50	19.00	19.50			
Indian Education Cultural Specialist II	GI	20.00	21.00	22.00	23.00	24.00	25.00			
Indian Education Cultural Specialist III	GJ	25.00	26.00	27.00	28.00	29.00	30.00			

**Vacation Pro-Rated equals subtotal days worked x .045 (Board Adopted 5-09-19)**

\*Personnel, new to the district/and or position, shall be given year for year credit for comparable experience up to 2 years and be placed on Step 3.

\*Upon recommendation to the Superintendent and approval of the Board, personnel who have demonstrated meritorious service in a previous employment may be given additional credit and placed accordingly on the salary schedule.

**Board Approved: May 12, 2022**

## DRAFT-VERSION 2

## BURNT RANCH ELEMENTARY SCHOOL DISTRICT

## Grant Funded Classified SALARY SCHEDULE

Position	Class	1	2	3	4	5	6 to 8	9 to 11	12 to 14	15 +
After School Coordinator	GA	20.00	20.50	21.00	21.50	22.00	22.50	23.50	24.50	25.00
After School Assistant Coordinator	GB	18.50	19.00	19.50	20.00	20.50	21.00	22.00	23.00	23.50
After School Activity Assistant	GC	17.50	18.00	18.50	19.00	19.50	20.00	21.00	22.00	22.50
School Readiness Coordinator	GD	20.00	20.50	21.00	21.50	22.00	22.50	23.50	24.50	25.00
School Readiness Assistant	GE	17.50	18.00	18.50	19.00	19.50	20.00	21.00	22.00	22.50
Academic Tutor I	GFI	17.50	18.00	18.50	19.00	19.50	20.00			
Academic Tutor 2	GF2	20.00	21.00	22.00	23.00	24.00	25.00			
Academic Tutor 3	GF3	25.00	26.00	27.00	28.00	29.00	30.00			
Indian Education Site Coordinator	GG	20.00	20.50	21.00	21.50	22.00	22.50			
Indian Education Cultural Specialist I	GH	17.50	18.00	18.50	19.00	19.50	20.00			
Indian Education Cultural Specialist II	GI	20.00	21.00	22.00	23.00	24.00	25.00			
Indian Education Cultural Specialist III	GJ	25.00	26.00	27.00	28.00	29.00	30.00			

Vacation Pro-Rated equals subtotal days worked x .045 (Board Adopted 5-09-19)

\*Personnel, new to the district/and or position, shall be given year for year credit for comparable experience up to 2 years and be placed on Step 3.

\*Upon recommendation to the Superintendent and approval of the Board, personnel who have demonstrated meritorious service in a previous employment may be given additional credit and placed accordingly on the salary schedule.

Board Approved: May 12, 2022

**BURNT RANCH ELEMENTARY SCHOOL DISTRICT  
ELO-P STIPEND SALARY SCHEDULE**

	<b>Position</b>		<b>A</b>
<b>1</b>	Certificated - Level I	Per Day	\$250
<b>2</b>	Certificated - Level II	Per Day	\$375
<b>3</b>	Certificated - Level III	Per Day	\$450
<b>4</b>	Classified - Level I	Per Day	\$200
<b>5</b>	Classified - Level II	Per Day	\$250

<b>1A</b>	On-site while students are present. Not working directly with the program or students unless needed.
<b>2A</b>	On-site while students are present. Plans one or more activities and works with students or groups.
<b>3A</b>	Coordinates the program. On-site for entire time any students are on campus. In charge of that day's overall program. Plans any activities not planned by another staff member.

<b>4A</b>	On-site while students are present. Assists with one or more activities and works with students or groups.
<b>5A</b>	On-site while students are present. Plans one or more activities and works with students or groups.

**BURNT RANCH ELEMENTARY SCHOOL DISTRICT  
CLASSIFIED MANAGEMENT SALARY SCHEDULE  
Business Manager/Payroll/Administrative Assistant**

<b>STEP</b>	<b>Business Manager/Payroll</b>
<b>1</b>	55,000
<b>2</b>	58,000
<b>3</b>	61,000
<b>4</b>	63,000
<b>5</b>	65,000
<b>6</b>	66,000
<b>7</b>	67,000
<b>8</b>	68,000
<b>9</b>	69,000
<b>10</b>	70,000

**210 day contract + 9 paid holidays**

Placement on STEP is negotiable, and partially based on years and kind of experience.

Vertical movement is at the yearly discretion of the board.

**Board Approved:5/12/22**

**Burnt Ranch Elementary School District  
BOARD OF TRUSTEES**

**RESOLUTION TO ESTABLISH FUND BALANCE POLICIES AS REQUIRED BY GASB 54**

**RESOLUTION NO. 2021/22 - 11**

**WHEREAS**, the Governmental Accounting Standards Board (GASB) has adopted Statement Number 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, that is effective in fiscal year 2011-2012, and

**WHEREAS**, the Burnt Ranch Elementary School District wishes to update the GASB 54 resolution as of the fiscal year July 1, 2022 to June 30, 2023;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees hereby adopts the following policy:

***FUND BALANCE POLICY***

Fund balance measures the net financial resources available to finance expenditures of future periods. The County Office's Unassigned General Fund Balance will be maintained to provide the School District with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The Unassigned General Fund Balance may only be appropriated by resolution of the Board of Trustees.

Fund balance of the School District may be committed for a specific source by formal action by the Superintendent of Schools. Amendments or modification to the committed fund balance may also be approved by formal action of the Board of Trustees. Committed fund balance does not lapse at year-end. The formal action required to commit fund balance shall be by board resolution or majority vote.

The Burnt Ranch Elementary School District Board of Trustees' delegate's authority to assign fund balance for a specific purpose to the School District Business Manager.

For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first and then unrestricted. Expenditures incurred in the unrestricted fund balances shall be reduced first from the committed fund balance, then from the assigned fund balance and lastly, the unassigned fund balance.

The Burnt Ranch Elementary School District Superintendent and Business Manager recognize that good fiscal management comprises the foundational support of the School District. To make that support as effective as possible, the School District intends to maintain a minimum fund balance of 15% of the Burnt Ranch Elementary School District's general fund annual operating expenditures.

**APPROVED, PASSED AND ADOPTED BY THE** Burnt Ranch Elementary School District Board of Trustees on this 12th day of May 2022.

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

By: \_\_\_\_\_  
President of the Board of Trustees

**ATTESTED TO:**

By: \_\_\_\_\_  
Clerk of the Board of Trustees





# Trinity County Office of Education

**Sarah E. Supahan**  
Trinity County  
Superintendent of Schools

P.O. Box 1256 • 201 Memorial Drive, Weaverville, CA 96093-1256  
(530) 623-2861 • FAX (530) 623-4489  
<https://www.tcoek12.org>

## **ESCAPE USER SERVICE AGREEMENT**

For Access to Financial and Payroll Software, Webinars, XCOE Hosting (Server), Portal  
**2022-23**

This agreement is entered into on this date, by and between the Trinity County Office of Education (TCOE) and the Trustees of the Burnt Ranch Elementary School District (District) for the 2022-23 fiscal year.

### **ESCAPE USER FEES FOR 2022-23**

Value Per User \$2,848  
TCOE Subsidy \$1,797  
First User: \$1,051  
Second User: \$0  
Administrator at each site: \$0  
Each additional user: \$0

User	Fee (\$)
First User	1,051
Administrator	0
Second User	0
<b>Total:</b>	<b>1,051</b>

\_\_\_\_\_  
Sarah Supahan  
County Superintendent of Schools

\_\_\_\_\_  
Kathleen Graham  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Quarterly Report on Williams Uniform Complaints**  
[Education Code § 35186]  
**2021-2022**

District: Burnt Ranch Elementary School District

Person completing this form: Robin Dummer Title: Business Manager

Quarterly Report Submission Date:  August 2021  
 November 2021  
 February 2022  
 May 2022  
(Check one)

Date for information to be reported publicly at governing board meeting: May 12, 2022

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
Valenzuela/CAHSEE Intensive Instruction and Services	0		
<b>TOTALS</b>	<b>0</b>		

\_\_\_\_\_  
Print Name of District Superintendent

\_\_\_\_\_  
Signature of District Superintendent

May 12, 2022  
Date